Entered 3-14-01

King, Valerie A.

From: Carmines, Edward L.
Sent: Wednesday, March 07, 2001 7:29 AM
To: King, Valerie A.
Subject: RE: Milestone Status Report 1/1 - 3/1

I have met my obligations

-----Original Message-----
From: King, Valerie A.
Sent: Tuesday, March 06, 2001 6:32 PM
To: Andriot, Michelle D.; Carmines, Edward L.; Dempsey, Ruth; Elves, Robert G.; Gaworski, Charles L.; Hirnikel, Daniel J.; Kinser, Robin D.; Lau, Raymond W.; McKinney, Willie J; Nixon, Gerry M.; Podraza, Ken F.; Reininghaus, Wolf; Sanders, Edward; Tricker, Anthony; Walk, Roger A.; Werley, Michael S.; Viol, Brigitte
Subject: Milestone Status Report 1/1 - 3/1

Dear all:
As promised, attached please find the milestone status report for the period 1/1/01 - 3/1/01. The attachment details those project milestones due to be completed by March 1st.

As with last year, we will continue to use reporting by exception. If the milestones were met, there is no need to respond. If, however, you have a missed or delayed milestone, I need from you by **noon** on **March 14**:

- a new target date for the missed milestone, **and**
- a brief but specific explanation of why the milestone was not met.

If a delay is related to a resource issue (internal or external) please be sure to indicate this in your feedback. Those milestones in the attachment for which I do not receive any indication of a delay will be marked "complete" in the database after 3/14.

Keep in mind that if a delayed milestone is causing other target dates in your project to slip, you need to provide me with updated dates for those milestones as well. You can include that in your feedback to this report or send me that information separately (email or updated project sheet; either is fine).

Let me know if questions.

Thanks,
Valerie

Frau Viol: Could you please circulate this to the INBIFO project leaders as appropriate. Thanks.

<< File: Milestone 1-3_01 report.xls >>

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